

## City of Williamsburg

Facility name: Public Works and  
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 11/30/2004	EMS 11/30/2004	EMS 10/23/2007	DGC 10/24/2006

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Revision no. 1

## ERP 2-1 Standardization of MSDS Manual

*This is a printed copy of the original and will not be kept up-to-date.*

**Persons responsible:**

**Areas of application:** Department of Public Works and Utilities

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**Warning!** The information in this document may be out of date and should be reviewed.

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**Current revision no.:** 1

### Revision schedule

Rev. no.	Date	Description
1	10/24/2006	revised section 5.0

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## ERP 2-1 Standardization of MSDS Manual

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### 1.0 Purpose

- 1.1 The purpose of this procedure is to standardize the contents of the MSDS Manuals for the City of Williamsburg Department of Public Works and Utilities Shop Complex.

### 2.0 Scope

- 2.1 This procedure is responsive to Element 4.4.7. Emergency Preparedness and Response, of the ISO 14001 1996 standard, and covers the operations of the Department of Public Works and Utilities.

### 3.0 Responsibilities

- 3.1 The EMS Team :
- 3.1.1 Is responsible for instructing each Superintendent on the standardized way the MSDS Manual will be maintained.
- 3.2 Superintendents:
- 3.2.1 Are responsible for the proper structure and maintenance of the MSDS Manual.

### 4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001-1996 Related Definitions

### 5.0 Process

- 5.1 MSDS Manuals will be formatted uniformly for each division of Public Works and Utilities.
- 5.1.1 The manuals will include a master list of contents and a section for listing reviews, and updates.
- 5.1.2 All MSDS will be organized alphabetically by Common Name.
- 5.1.3 All divisions of Public Works and Utilities will have MSDS for products stored in their respective shop.
- 5.2 Maintenance of each manual; review and updates will be done annually or as needed by a representative from each division of Public Works and Utilities.
- 5.2.1 Review will include: 1) an audit of products stored in appropriate shop. 2) review the current MSDS and determine if a new MSDS is needed. 3) the date of review will be noted in the appropriate section of the Master Contents list in each manual.
- 5.2.2 Updates; will be done as needed after review, contact with manufacture or supplier may be necessary to provide updated MSDS. Updates may also be acquired through the internet.
- 5.2.3 The MSDS for obsolete products or product no longer in use shall be filed for a period of no less than 30 years.
- 5.3 All shops need to designate a place that MSDS Manuals will be stored for easy access. The locations must be communicated to all shop personnel.

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- 5.3.1 Additional copies of the MSDS Manual shall be stored in the Assembly Room and Fire Department.

### 6.0 References/Related Documents

- 6.1 MSDS Manual